



Job Announcement

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Opening Date:	April 23, 2015	Closing Date:	May 7, 2015
Job Title:	Recordation Clerk II	Position Type:	Regular Full Time
PIN:	059417	FLSA Status:	Non-Exempt
Location:	Circuit Court for Howard County Ellicott City, Maryland	Grade/Entry Salary:	J06 \$30,761 - \$36,447 (Depending on Qualifications)

Financial Disclosure: No

Essential Functions: Records, scans, indexes and verifies documents pertaining to Land located in Howard County. Validates, via a cash register, previously priced documents so they can be scanned, indexed, verified and made public. Issues marriage and business licenses for individuals and businesses in Howard County. Scan documents so they can be viewed in house or on line.

Education: High School Diploma or GED.

Experience: Two years of general clerical experience or one year of land records related experience.

Preferred: Cash handling experience.

Skills/Abilities: Ability to communicate in an effective, patient, and tactful manner with customers and co-workers. Ability to learn and apply job related policies, procedures, rules, regulations, and laws to examine land instruments, collect information, advise customers of applicable procedures and fees, and index data. An understanding of what is required and how to apply the recording fees and taxes according to the Real Property, Tax Property and Tax General Article of the Annotated Code of Maryland. Math skills and data entry skills. Ability to operate a personal computer. An assessment of computer skills will be performed to determine level of proficiency. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

A background check will be completed on the selected candidate. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Howard County
8360 Court Avenue, Room 300
Ellicott City, Maryland 21043-4579
ATTN: Wayne Robey, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.